



State Bar of Georgia

Job Announcement

(Updated: 10/2025)

Title: Director of Law-Related Education
Department: Law-Related Education
Location: Atlanta, Georgia
Reports to: Chief Operating Officer
Classification: Full-Time / Exempt

Statement of Purpose:

The Law-Related Education (LRE) Department offers K-12 teachers a wide variety of resources related to legal issues covered by the Georgia Standards of Excellence. It also provides teachers with strategies for including LRE in their social studies, law, business, and public safety classrooms, as well as suggestions for relating LRE to language arts, science and math curricula. The LRE Program creates and presents teacher workshops at conferences and professional learning days. It also operates the Journey Through Justice (JTJ) and JTJ On the Road (OTR) field trips; maintains the Virtual Museum of Law and online LiveBinders; and administers the Civics and Law Honor Roll.

Duties:

- Conduct legal research and create PowerPoints and written materials for teacher workshops
- Present workshops at teacher conferences and professional learning days throughout the state
- Attend the National LRE Conference and other conferences and seminars to stay abreast of developments in both the field of LRE and the law
- Identify relevant awards for which the LRE Program may be eligible and submit award applications
- Work with other Bar committees and programs on LRE projects as requested
- Manage and foster the professional development of the Elementary Curriculum Coordinator and LRE Program Assistant
- Prepare the annual budget request and conduct program operations within the approved budget
- Present reports on LRE Program activities to the Board of Governors, Executive Director, Chief Operating Officer, and relevant Bar committees as requested
- Conduct legal research and create PowerPoints and written materials for the law lesson portion of JTJ
- Present law lessons to students attending JTJ and JTJ OTR
- Travel to schools throughout the state to conduct JTJ OTR
- Present JTJ law lessons to parents as requested
- Review and revise mock trials for use in JTJ
- Participate in JTJ mock trials
- Conduct tours of the Bar building and Museum of Law
- Create, revise and enforce the policies and procedures governing JTJ, JTJ OTR and other LRE Program activities
- Oversee the planning for and conduct of Homeschool Week in January
- Maintain online LiveBinders for the Virtual Museum and other law topics, including daily review of blogs and other resources to identify lesson plans, links to current events, and other materials for inclusion in the LiveBinders
- Respond to requests for LRE materials from teachers, Bar members, and the general public
- Serve on Georgia Department of Education advisory committees as requested
- Serve as the business and industry representative for the SkillsUSA Georgia Criminal Justice Quiz Bowl

- Write academic knowledge and current events questions for the Criminal Justice Quiz Bowl held in March
- Spearhead and assist with the implementation of the Criminal Justice Quiz Bowl in other states as part of the effort to adopt it at the national level
- Work with the Communications Department to publicize LRE resources and events and to maintain and update the LRE Program's pages on the Bar's website
- Oversee the administration of the Civics and Law Honor Roll
- Other duties as assigned by the executive director and chief operating officer

Essential Functions of the Job:

- Very strong oral and written communication skills with both adults and children
- Ability to stand for up to eight hours
- Ability to drive and to travel by other means as required
- Ability to effectively manage multiple employees
- Ability to conduct legal research and accurately convey legal information
- Strong organizational skills
- Ability to work effectively with diverse groups of people
- Self-motivated
- Detail-oriented
- Ability to synthesize large amounts of complex information and to distill that information into key points
- Ability to hear teacher and student questions in a classroom setting
- Employee is subject to in-person and remote supervision and is expected to perform their job in a State Bar office unless managing or supporting a meeting or event that takes place away from a State Bar office or telecommuting in compliance with State Bar policy.

Tools, Equipment:

Microsoft 365; Fastcase and other online legal research tools.

Education, Training, and Experience:

J.D. preferred or at least 10 years of experience teaching legal topics at the secondary and/or post-secondary level; at least 2 years of experience managing multiple employees; teacher certification and/or experience helpful but not required; membership in the State Bar of Georgia preferred; verbal fluency in Spanish helpful but not required.

How to Apply:

- Send an email with your resume and cover letter attached to HR@gabar.org
- Please type "LRE Director" as the subject line of the email
- Please make sure the cover letter explains your interest in the position, summary of your work experience, and includes at least three references and your contact information.
- Deadline for applications: Until the position is filled

About the State Bar of Georgia: The State Bar of Georgia, with offices in Atlanta, Savannah, and Tifton, was established in 1964 by Georgia's Supreme Court as the successor to the voluntary Georgia Bar Association, founded in 1884. All lawyers licensed to practice in Georgia belong to the State Bar. Its more than 52,000 members work together to strengthen the constitutional promise of justice for all, promote principles of duty and public service among Georgia's lawyers, and administer a strict code of legal ethics.